

EXHIBIT 4-K1

PRECONSTRUCTION CONFERENCE PLANNING GUIDE

PRE-CONFERENCE PLANNING

1. **Identify and notify conference participants of the time and place of the preconstruction conference**
2. **Prepare the materials that will be needed for the conference** (e.g. agenda, notes, forms and posters, roster of expected participants, and current, approved wage determination)
3. **Organize the materials into individual packets for each conference participant**

MODEL AGENDA FOR PRECONSTRUCTION CONFERENCE

1. **Identify the official representatives** of participating organizations and how they can be contacted for official roster (include with minutes)
2. **Identify the responsibilities of the architect or engineer, if applicable** (responsibilities may include construction supervision, initial review of contractor payrolls, and certification of partial payment requests, etc.)
3. **Identify the responsibilities of the grantee** (responsibilities may include on-site employee interviews, posting of appropriate posters, and resolution of labor complaints, etc.)
4. **Identify the responsibilities of the contractor** (responsibilities include conformance to prevailing wage determination, and other labor standards, civil rights regulations, Section 3 requirements, MBE/WBE requirements, and timely submission of required reports, etc.)
5. **General discussion of contract terms** (e.g. timing of requests for partial payments, etc.)
6. **Schedule for construction completion** (contractor should provide time frames for sequences of major construction activities from beginning of construction to final project completion)
7. **Subcontractors** (primarily the same responsibilities as contractor, e.g. prevailing wage rates and labor standards, etc.)

8. **Project inspection** (responsibilities of grantee's Labor Standards Officer, and architect/engineer should be discussed)
9. **Compliance with federal labor standards** (refer to checklist supplement)
10. **Compliance with civil rights regulations** (refer to checklist supplement)
11. **Notices that are required to be posted** (refer to checklist supplement)
12. **Forms the contractor must submit** (refer to checklist supplement)

PRECONSTRUCTION CONFERENCE CHECKLIST

PRE-CONFERENCE PLANNING

- _____1. **Identify, and notify conference participants of the time and place of the preconstruction conference**
- _____2. **Prepare the materials that will be needed for the conference**
- _____3. **Organize the materials into individual packets for each conference participant**

PRECONSTRUCTION MODEL AGENDA

- _____1. **Identify the official representatives of participating organizations, and how they can be contacted for official roster**
- _____2. **Identify the responsibilities of the architect, or engineer if applicable**
- _____3. **Identify the responsibilities of the grantee (local government)**
- _____4. **Identify the responsibilities of the contractor**
- _____5. **General discussion of contract terms**
- _____6. **Schedule for construction completion**
- _____7. **Subcontractors**
- _____8. **Project inspection (responsibilities of grantee (local government), and architect or engineer)**
- _____9. **Compliance with federal labor standards**
 - _____ Davis-Bacon Act
 - _____ Contract Work Hours and Safety Standards Act, As Amended
 - _____ Copeland "Anti-Kickback" Act
- _____10. **Compliance with civil rights regulations**
 - _____ Executive Order 11246 as amended by Executive Order 11375
 - _____ Minority and Women-Owned Business Enterprises: Executive Order 12432
 - _____ Section 3 of the Housing and Urban Development Act of 1968

_____ OMB Circular A-102, Attachment O

_____ 11. **Notices that are required to be posted**

- _____ Department of Labor's Notice to Employees Working on Federal or Federally Financed Construction Projects (**Exhibit 4-L1**)
- _____ Appropriate wage determination (**Exhibit 4-L2** may be used to more simply display the wage decision. If Exhibit 4-L2 is not used, the entire wage decision must be posted.)
- _____ Montana Department of Commerce's Equal Employment Opportunity poster (**Exhibit 5-B**)
- _____ Department of Labor's Job Safety and Health Protection poster (**Exhibit 4-M**)

_____ 12. **Forms the contractor must submit**

- _____ Certified Payroll Forms (WH-347, **Exhibit 4-N1**), or equivalent
- _____ Statement of Compliance with Labor Standards and Prevailing Wage Requirements (back page of Form WH-347, **Exhibit 4-N1**)
- _____ Names of persons authorized to sign payrolls
- _____ Names of all subcontractors
- _____ Contract Reporting Form (**Exhibit 3-I**)